

**CITY OF COOPER CITY
HUMAN RESOURCES DEPARTMENT**



**PAID HOLIDAYS POLICY
POLICY #02-008**

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this operating procedure.

Revision	Date	Description of Change
1		Initial release

APPROVALS

Human Resources Director

Date

City Commission

Date



City of Cooper City City Policies and Procedures

SUBJECT	Paid Holidays
POLICY #	02-008
City Commission Approval	

Policy:

The City of Cooper City observes a number of official paid holidays each year. The Commission may also establish additional holidays in its sole discretion. Holidays will be observed in accordance with the days scheduled by the Federal Government. When a designated holiday falls on Saturday, the preceding Friday will be observed, and the following Monday will be observed when the holiday falls on Sunday. Based on City functions and departmental needs, the City Manager may designate an alternate day for the holiday observance.

A holiday begins at midnight on the day of the holiday and continues for twenty-four (24) hours until the following midnight.

The following holidays have been designated for observance:

Current City Holidays	Federal Holidays www.opm.gov	City Manager Recommended August 2024
New Year's Day	New Year's Day	New Year's Day
Day before or day after New Year's Day (December 31 or January 2)		Convert to Personal Day
Martin Luther King, Jr. Day	Martin Luther King, Jr.	Martin Luther King, Jr.
President's Day	President's Day / Washington's Birthday	President's Day / Washington's Birthday
Memorial Day	Memorial Day	Memorial Day
	Juneteenth National Independence Day	Ability to use personal day at employee's discretion
Independence Day	Independence Day	Independence Day
Labor Day	Labor Day	Labor Day
Columbus Day	Columbus Day	Convert to Personal Day
Veterans Day	Veterans Day	Veterans Day
Thanksgiving Day	Thanksgiving Day	Thanksgiving Day
Day after Thanksgiving		Day after Thanksgiving
Christmas Day	Christmas Day	Christmas Day

Day before or day after Christmas Day (December 24 or December 26)		Convert to Personal Day
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*The personal days must be taken between January 1st and December 31st and shall not be carried over to a future calendar year. The increase in personal days is offered in lieu of the observance of Juneteenth and Columbus Day. However, an employee can choose to use the personal days for paid time off on Juneteenth or Columbus Day/Indigenous Peoples' Day should the employee choose to do so. The scheduling of said personal days shall be required to be approved by the employee's supervisor prior to taking said holiday.

Full-time or part-time employees required to work on the day on which a holiday is observed shall be paid, in addition to one day's pay, an amount equal to one and one-half times the employee's hourly wage for the time worked on the holiday, regardless of the actual number of hours worked for the work week. If the holiday falls during an employee's vacation leave, that day shall be charged as a holiday and not against their annual leave.

To be eligible for holiday pay, the full-time or part-time employee must be on paid status. For this section, paid status includes vacation leave, compensatory time, and supplemented workers' compensation. Sick leave is not construed as approved leave with pay unless pre-scheduled.

An employee may not be entitled to be paid for any holiday in which they are absent the day before or after the holiday without advance notice or unless satisfactory evidence of illness is furnished to the employee's supervisor. The City Manager may waive this provision at their discretion. The City will make reasonable efforts to accommodate an employee's request to be away from work for specific religious observances in compliance with applicable law. Accommodation for religious holidays may be accomplished by adjusting the work schedule of the employee to the extent that it does not significantly impact the rights of other employees. Personal or vacation leave is required to be used in such circumstances. However, the City is not obligated to make accommodations if the request results in undue hardship to the organization. Any requests for religious accommodation should be made no later than a week in advance and submitted to the employee's immediate Supervisor and the Human Resources Department.